

CLEM LEMIRE ARTIFICIAL TURF FIELD PROJECT BUILDING COMMITTEE

October 27, 2011

Town Hall Conference Room One

SPECIAL MEETING MINUTES

- I. Call to order – the meeting was called to order by Ms. Klett, at 7:00 pm.
- II. Roll call – Members present: Maureen Klett, Chairperson; Don Woods; Jay Bottalico, Bill DeBlasio, Fred Callahan, Kathy Zolad, Paul Vessella, and Rich Khentigan. Others present: Maureen Perillo; Bruce Till, Superintendent of Parks and Recreation; and Jeff Baron, Director of Administrative Services.
- III. Public participation – None.
- IV. Approval of prior meeting minutes – Mr. Khentigan made a motion to approve the minutes of the August 2, 2011 meeting, as presented. Second by Mr. Woods. The motion passed unanimously.
- V. Project Status – Mr. Baron notified the Committee that most of the punch list items identified when the field was substantially completed have been addressed. Nine items have been identified as outstanding by Milone and MacBroom, three each for construction, lighting and the turf. The construction items are touch up of the goal posts, for which the Contractor has the paint and is waiting for dry weather to apply; the stair rails, which were installed but needed to be replaced, for which the subcontractor has not yet provided an estimated completion date; and the grass, which has been reseeded several times but will continue to be a problem during the season due to heavy foot traffic. An e-mail from the subcontractor on this was distributed, along with the Contractor's response to the other remaining punch list items. On the lighting, tests were taken by Musco which showed the foot candle levels were at or above acceptable levels. An independent report is needed. It must also state that the lighting meets a specific standard that was set forth in the bid. An operation manual for the lights is also needed. The turf items are two additional maintenance manuals beyond the one already received from Field Turf; as-built drawings that show significant items such as seams, electrical lines, etc; and the scheduling of an annual inspection by Field Turf. Mr. Woods made a motion that the Committee accept the project as completed, contingent upon the completion of the nine outstanding items identified to the satisfaction of the Superintendent of Parks and Recreation. Second by

Ms. Zolad. Discussion: final payment will not take place until these items have been resolved and Milone and MacBroom recommends release of the money. The motion passed unanimously by a vote of 8 YES to 0 NO. Mr. Baron then distributed a financial status report, showing a project contingency of \$64,231.48

- VI. Consider and take action on Change Order requests – Attached to the financial status report were a number of additional items that the Committee was being requested to approve, with available backup documentation. Each was discussed. The formal change order for the construction contract was included, for \$ 4,337.59, for the removal of additional unsuitable material beneath the sub-base, along with subsequent repair of the sub-base and the turf. This was to correct the depression found along the twenty yard line at the northeast end of the field. The other items for which funding approval was requested were for a twenty minute shut off delay for the northeast bank of lights, \$691.49; access restriction improvements for a gate at the concession stand drive and fencing around the electrical transformer equipment, \$5,210; professional line striping for the sports that were not permanently sewn on the field, \$ 2,400; and soccer goals that would be compatible with the new single-support football goal posts, estimated to be \$5,000. Mr. Bottalico questioned the soccer goals. Ms. Zolad identified the specific cost to be \$3,594, which includes the goals, shipping and special corner flags that also were needed. They have been paid for by the soccer club in order to be able to use the field for soccer prior to formal Committee action, but are part of the cost of a multi-use field necessitated by changing the style of the football goal posts. Those around the table did not think about the need for new soccer goals at the time the decision was made to request new football goal posts. Mr. Woods also added a request for the approximately \$500 the Parks and Recreation Department spent on locks and chains for the fields. Mr. Bottalico questioned the cost of this item and expressed his concern that items such as the locks and soccer goals are being requested at the end of the project that reduce the contingency amount. Over a dozen locks and/or chains were purchased. Each gate to the field is now secured and the locks are the same for the entire field, although not the same as for all the other fields in Town.

Questions were also asked about the security cameras and equipment. This item was approved at a prior meeting and was not part of the request for consideration at this meeting. The cost that will be charged against the project came to \$ 9,475.32. There is an additional \$500 that has been received from the soccer club and a pledge of \$2,000 from midget football. These will applied to the approximately \$12,000

total. The Town is monitoring the coverage of the field. A four-in-one camera was installed. A separate camera covers the parking area.

Mr. DeBlasio felt that a six foot fence, rather the four foot fence installed, would be needed in the future. Right now, children can throw their bicycles over the fence and ride on the field. Budgetary concerns led to the four foot height selected. Any new fence would be a Capital Improvement Plan request that would not be expected to receive acceptance for some time to come. The original six foot fence was left in place and goes around a portion of the field as well. Staff did not feel that the height of the fence would stop those whose intent is to vandalize the field. Signage, stating that camera surveillance is in place, was requested by the Committee in the anticipation that it will act as a deterrent to vandalism.

Mr. Woods made a motion that the Committee approve acceptance of the items discussed, to be paid from the project contingency, for an amount not to exceed \$18,139.08. Second by Mr. Bottalico. The motion passed unanimously by a vote of 8 YES to 0 NO.

- VII. Any other business pertinent to the Committee – Mr. Baron distributed the section from the ordinance on Project Building Committees pertaining to Final Acceptance and close out.
- VIII. Public participation – None.
- IX. Committee response to public participation – None.
- X. Adjournment – the meeting adjourned at 7:37 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services